

**STATE OF NORTH CAROLINA
DEPARTMENT OF ADMINISTRATION
PURCHASE AND CONTRACT DIVISION**

**7450-1
November 7, 2006
Digital Equipment Section**

**PRODUCT QUESTIONNAIRE
DIGITAL DICTATION EQUIPMENT**

NOTE: This Product Technical Data must be filled out with utmost care and accuracy to provide all information required. Typing mistake(s), deviation(s) from requirement(s), wrong information, etc. placed on this Technical Data will eliminate your product from our evaluation process without the benefit of a second chance. If additional sheets are required make a copy. In the Response column check correct answer or fill in blank provided.

(DIGITAL, PORTABLE HAND-HELD RECORDER)

Bid Reference	Line Item # _____ - Complete a separate questionnaire for each product bid.	
Brand		
Model		
Part #		
Requirement	Response	
1. Type of portable recorder offered?	<input type="checkbox"/> Class 1 , <input type="checkbox"/> Class 2 , <input type="checkbox"/> Class 3	
2. Type Recording Media	<input type="checkbox"/> Removable, <input type="checkbox"/> Non-removable	
3. Recording Media – Minimum capacity card provided?	_____ MB, or _____ GB	
4. Maximum capacity of expandable media used for recording	_____ MB, or _____ GB	
5. Recording File Formats Select all that apply.	<input type="checkbox"/> IVA Digital Speech Standard (DSS), <input type="checkbox"/> CELP or ADPCM, <input type="checkbox"/> WAV, <input type="checkbox"/> WMA, <input type="checkbox"/> Other -> _____	
6. Recording Modes Provided. No stereo modes are requested.	<input type="checkbox"/> Standard Play (SP), <input type="checkbox"/> Long Play (LP), <input type="checkbox"/> High Quality (HQ) Include HQ only if applicable	
7. Frequency Response of Recording Indicate HQ only if applicable	SP Mode: _____ kHz to _____ kHz +/- 3 db Ref. 1 KHZ LP Mode: _____ kHz to _____ kHz +/- 3 db Ref. 1 KHZ HQ Mode: _____ kHz to _____ kHz +/- 3 db Ref. 1 KHZ	
8. Recording Sampling Rates Include HQ only if applicable.	SP Mode: _____ kHz LP Mode: _____ kHz HQ Mode: _____ kHz	
9. Microphone Modes Provided include Dictation & Conference?	<input type="checkbox"/> Yes, <input type="checkbox"/> No	
10. Is a built-in microphone provided?	<input type="checkbox"/> Yes, <input type="checkbox"/> No	
11. Is a built-in speaker provided? Indicate size.	<input type="checkbox"/> Yes, _____ mm diameter	
12. Are connectors provided for the headset, microphone and USB port?	<input type="checkbox"/> Yes, <input type="checkbox"/> No	
13. Is a LCD display provided to indicate recording time reference, battery strength, mode of operation and document ?	<input type="checkbox"/> Yes, <input type="checkbox"/> No	
14. Is an LED indicator provided to view the recording status?	<input type="checkbox"/> Yes, <input type="checkbox"/> No	
15. Does the recorder include Start/Stop, Record, Playback, Fast Forward, Rewind, Reverse & Erase controls?	<input type="checkbox"/> Yes, <input type="checkbox"/> No	
16. Does the recorder include the capability to add indexing and denote priority documents?	<input type="checkbox"/> Yes, <input type="checkbox"/> No	
17. Does the recorder include the capable of Insert, append, overwrite dictation and partial erase at any time?	<input type="checkbox"/> Yes, <input type="checkbox"/> No	

Digital Dictation Equipment Questionnaire

18. Does the recorder include the capable of Rewind or fast forward playback review in increments of 1-5 seconds?		<input type="checkbox"/> Yes, <input type="checkbox"/> No
19. Does the recorder include a slide switch controls for record and edit functions?		<input type="checkbox"/> Yes, <input type="checkbox"/> No
20. Does the recorder include document management capabilities to separate recordings into folders and messages or similar structure to allow sequential access of stored voice files?		<input type="checkbox"/> Yes, <input type="checkbox"/> No
21. Does the recorder include PC connectivity software for file download & conversion to a WAV format?		<input type="checkbox"/> Yes, <input type="checkbox"/> No
22. Does the recorder include the capable of recording in an encrypted format for HIPAA compliant medical documents?		<input type="checkbox"/> Yes, <input type="checkbox"/> No
23. Does the recorder include ability to download into speech recognition software via the digital software of identical manufacturer? Software for recorder is recognized and compatible with Dragon Naturally Speaking Versions 8 and 9?		<input type="checkbox"/> Yes, <input type="checkbox"/> No
24. Is the media compatibility between the recorder and transcribing kit offered without the use of any interfacing unit?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
25. Are the transcription unit offered of the same manufacturer as the dictation unit?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
26. Battery type provided with recorder offered? What type battery is included with product bid to comply with a Class recorder specification?	<input type="checkbox"/> Rechargeable Nickel-Cadmium, (Ni-Cad) <input type="checkbox"/> Rechargeable Nickel Metal Hydride (NiMH) <input type="checkbox"/> Manganese-Alkaline heavy-duty, <input type="checkbox"/> Other -> _____	
27. Battery Adaptor/Charger Is the recorder provided with a 120VAC AC adapter/ charger combination that plugs into a standard wall outlet? Is an independent third party safety certification label on AC adapter/charger and power cord if detachable?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> UL, <input type="checkbox"/> ETL or <input type="checkbox"/> other, fill blank _____	
28. Indicate battery charger, power supply and cradle configuration. A) Provide with power supply, battery charger and connection for computer file download are combined with cradle? B) Provided with power supply and battery charger combined? C) Provide with battery charger separate, does not charge batteries installed in recorder? D) Provided with power supply adaptor allows for operation with batteries installed?		Select <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D
29. Is the PC connectivity software compatible with Window 98?	<input type="checkbox"/> Yes, <input type="checkbox"/> No	
30. Is the PC connectivity software compatible with Window XP & 2000?	<input type="checkbox"/> Yes, <input type="checkbox"/> No	
31. Is the PC connectivity software compatible with Mac OS 9.2 through 10.4?	<input type="checkbox"/> Yes, <input type="checkbox"/> No	
32. Does the contractor plan to provide all firmware and software updates or revisions free of charge for the digital recorders and pc connectivity software?	<input type="checkbox"/> Yes, <input type="checkbox"/> No	
33. Are updates available for a minimum of three years after expiration of the initial warranty period or not less than the term of the contract?	<input type="checkbox"/> Yes, <input type="checkbox"/> No	
34. Does the contractor plan to document and maintain the product serial number, user , user location, and agency identification for the notification of the software updates or revisions?	<input type="checkbox"/> Yes, <input type="checkbox"/> No	
35. If the software licenses are maintained by a separate agency, will both that agency and registered product user receive notification of the available updates or revisions?	<input type="checkbox"/> Yes, <input type="checkbox"/> No	
36. Minimum Accessories - Provided with unit offered: An owner's manual, protective case or cover, batteries (type indicated above) & one recording media card, & download software (as indicated above).	<input type="checkbox"/> Yes, <input type="checkbox"/> No	
37. Is a foot control available to activate the record mode?	<input type="checkbox"/> Yes, <input type="checkbox"/> No	
38. Does the remote record switch require an optional cradle?	<input type="checkbox"/> Yes, <input type="checkbox"/> No	
39. Optional Accessories - Available for Separate Purchase. Attach a separate sheet with this information if necessary) Example Battery pack, AC adapter, battery charger, AC charger/adaptor, and a telephone recording adaptor.	<input type="checkbox"/> Supplement attached.	
40. Is the Warrenty provided in compliance with the Standard Specification #7450-1R?	<input type="checkbox"/> Yes, <input type="checkbox"/> No	

Digital Dictation Equipment Questionnaire

A certification signature and date are required for above responses on the last page of this section.

(DIGITAL, TRANSCRIPTION KIT)

Bid Reference	Line Item #_____ - Complete a separate questionnaire for each product bid.		
Brand			
Model			
Part #			
Requirement		Response	
1. Transcription kits offered is of which recorder class (as offered in Section 1A)?		<input type="checkbox"/> Class 1, <input type="checkbox"/> Class 2, <input type="checkbox"/> Class 3	
2. Does each kit include PC Foot Controls Headset, USB cable, and Transcription PC software? (All Classes)		<input type="checkbox"/> Yes, <input type="checkbox"/> No	
3. Media Compatibility – Is the transcription kit compatible with file formats, data transfer and recorder/ playback functions to the recorder offered in Section 1A without the use of any interfacing unit? (All Classes)		<input type="checkbox"/> Yes, <input type="checkbox"/> No	
4. Is the transcription kit of the same manufacturer as product offered for identical class of recorder offered in Section 1A? (All Classes)		<input type="checkbox"/> Yes, <input type="checkbox"/> No	
5. Does kit include the head set and foot controls for start/stop backspace and rewind functions? (All Classes)		<input type="checkbox"/> Yes, <input type="checkbox"/> No	
6. Does kit include a USB cable for computer connection to the recorder? (All Classes)		<input type="checkbox"/> Yes, <input type="checkbox"/> No	
Software provided shall include or configure a computer to implement the following functions:			
7. Does the software provide minimum features: on/off/standby power switch, volume control, speed control, fast forward, rewind (back space), erase capability, and visual display as described in Section 1A? (All Classes)		<input type="checkbox"/> Yes, <input type="checkbox"/> No	
8. Does the software provide download verification by visually, audibly or both? (All Classes)		<input type="checkbox"/> Yes, <input type="checkbox"/> No	
9. Does the software provide the ability to track dictation and transcription status? (All Classes)		<input type="checkbox"/> Yes, <input type="checkbox"/> No	
10. Does the software provide the ability to random access within a visual display to any timed location with in a message or single recording? (All Classes)		<input type="checkbox"/> Yes, <input type="checkbox"/> No	
11. Does the software provide the ability to view the number of files, priorities, special instructions, remember where stopped transcribing if interrupted to start a new priority transcription? (All Classes)		<input type="checkbox"/> Yes, <input type="checkbox"/> No	
12. Does the software provide the ability to download into speech recognition software via the transcription kit offered of identical manufacturer? (All Classes)		<input type="checkbox"/> Yes, <input type="checkbox"/> No	
13. Is the transcription software compatible with Dragon Naturally Speaking Versions 8 and 9 software? (All Classes)		<input type="checkbox"/> Yes, <input type="checkbox"/> No	
14. Does the software provide recognize the author ID on the recorder and automatically downloads the voice files into the appropriate folder with a unique file ID number? (Class 1 transcription kits only)		<input type="checkbox"/> Yes, <input type="checkbox"/> No	
15. Does the software provide instant e-mail feature that allows author to send voice files, as an attachment to any e-mail message? (Class 1 transcription kits only)		<input type="checkbox"/> Yes, <input type="checkbox"/> No	
16. Does the software provide capability to decrypt files from the digital recorder of identical brand for HIPAA compliant medical documents? (Class 1 transcription kits only)		<input type="checkbox"/> Yes, <input type="checkbox"/> No	
17. Does the software provide the capability based upon the author profile voice files can be routed to predefined locations: PC Workstation (Peer to Peer Network) Transcriptionist, Local Area Network (LAN) Directories, Wide Area Network (WAN) Directories, Automatic Routing of E-Mail or Multiple E-Mail Addresses, Automatic Routing to Multiple FTP Addresses? (Class 1 transcription kits only)		<input type="checkbox"/> Yes, <input type="checkbox"/> No	
18. Is the transcription software compatible with Window 98? (Class 1 transcription kits only)		<input type="checkbox"/> Yes, <input type="checkbox"/> No	
19. Is the transcription software compatible with Window XP & 2000? (All Classes)		<input type="checkbox"/> Yes, <input type="checkbox"/> No	

Digital Dictation Equipment Questionnaire

20. Is the transcription software compatible with Mac OS 9.2 through 10.4 (Class 1 transcription kits only)	<input type="checkbox"/> Yes, <input type="checkbox"/> No
21. PC Requirements - Vendor to indicate PC requirements including processor, memory, hard disk storage, sound card, display, CD, and USB port on an attached separate sheet for the software they are offering.	<input type="checkbox"/> Supplement attached.
22. Will the contractor provide all firmware and software updates or revisions free of charge for a minimum of three years after expiration of the initial warranty period or not less?	<input type="checkbox"/> Yes, <input type="checkbox"/> No
23. Will the contractor document and maintain the product serial number, user, user location, and agency identification for the notification of the software updates or revisions?	<input type="checkbox"/> Yes, <input type="checkbox"/> No
24. If the software licenses are maintained by a separate agency, will the contractor contact both that agency and registered product user for notification of the available updates or revisions?	<input type="checkbox"/> Yes, <input type="checkbox"/> No
25. Is the warrenty to be provided in compliance with the Standard Specifcaiton #7450-1R?	<input type="checkbox"/> Yes, <input type="checkbox"/> No
26. Provide a list a separate sheet of optional accessories available that are compatable with above kit offered.	<input type="checkbox"/> Supplement attached

As an officer of this company, I atest that the information provided in the above statements for the digital equipment submitted are accuracte and truthful to the best of my knowledge.	
Company Name of Bidder - Printed	
Officer of the Company - Printed Name	
Signature:	
Date:	

**STATE OF NORTH CAROLINA
DEPARTMENT OF ADMINISTRATION
PURCHASE AND CONTRACT DIVISION**

**7450-1
November 7, 2006
Analog Equipment Section**

**PRODUCT QUESTIONNAIRE
ANALOG DICTATION EQUIPMENT**

NOTE: This Product Technical Data must be filled out with utmost care and accuracy to provide all information required. Typing mistake(s), deviation(s) from requirement(s), wrong information, etc. placed on this Technical Data will eliminate your product from our evaluation process without the benefit of a second chance. If additional sheets are required make a copy. In the Response column check correct answer or fill in blank provided.

(ANALOG, PORTABLE HAND-HELD RECORDER)

Bid Reference	Line Item # _____ - Complete a separate questionnaire sheet for each product bid.		
Brand			
Model			
Part #			
Requirement		Response	
Recording Media Provided?		<input type="checkbox"/> Micro cassette, <input type="checkbox"/> Mini cassette, <input type="checkbox"/> Standard cassette	
Battery type provided?		<input type="checkbox"/> Rechargeable Nickel-Cadmium, (Ni-Cad) <input type="checkbox"/> Rechargeable Nickel Metal Hydride (NiMH) <input type="checkbox"/> Manganese-Alkaline heavy-duty, <input type="checkbox"/> Other -> _____	
Battery Adaptor/Charger Provided with a 120VAC AC adapter/ charger plugs into a standard wall outlet? Provided with an independent third party safety certification label on AC adapter/charger and power cord if detachable?		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> UL, <input type="checkbox"/> ETL or <input type="checkbox"/> other, List below if other safety Listing provider _____	
Total Recording Time per cassette provided <div style="display: flex; justify-content: space-around;"> Microcassette Minicassette Standard </div> <div style="display: flex; justify-content: space-around;"> Minimum minutes 60 30 60 </div>		_____ minutes	
Tape Speed Microcassette: 2.4 or 1.2 cm/sec , (0.94, 0.47 IPS) Minicassette: 38 RPM Standard: 4.8 cm/sec or 2.4 cm/sec, (1.875, 0.94 IPS)		_____ cm/sec _____ RPM _____ cm/sec	
Provide the Recording/Playback Frequency Response For example 1 KHZ to 5 KHZ +/- 3 db Ref. 1 KHZ and 100 Hz to 1 KHZ +/- 4 db Ref. 1 KHZ.		Complete the following: _____ KHZ to _____ KHZ +/- _____ db Ref. 1 KHZ _____ KHZ to _____ KHZ +/- _____ db Ref. 1 KHZ	
Start/Stop Actuation Braking Action Shall be virtually instantaneous without loss of recording (no 'clipped' words).		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Minimum Features Provided (To be included in the each price offered and shipped with the unit) Batteries, One recording media, Protective case or cover		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Optional Accessories, (Made available for purchase) Battery pack, AC adapter/charger		<input type="checkbox"/> Yes <input type="checkbox"/> No	

Analog Dictation Equipment Questionnaire

Media Compatibility Required between dictating, transcribing and portable units offered without the use of any interfacing unit. <i>*Transcription unit offered must be the same manufacturer as the dictation unit</i>		Transcription unit offered is the same manufacturer as dictation unit? <input type="checkbox"/> Yes <input type="checkbox"/> No
Minimum Features (manual indexing) Start/Stop, Record/Rewind, Playback with volume control, Battery Strength Indicator, Built in Microphone		<input type="checkbox"/> Yes <input type="checkbox"/> No
Electronic Cueing (dual indexing minimum) with visual display (auto scan & indexing)		
Minimum Features (electronic cueing, dual indexing minimum, with visual display, auto scan and indexing) Start/Stop, Record/Rewind control, Playback with volume control, Cueing, Dual Indexing, Battery Strength Indicator, Built in Microphone		<input type="checkbox"/> Yes <input type="checkbox"/> No
Optional Accessories - Available for Separate Purchase. Attach a separate sheet with this information if necessary) Example Battery pack, AC adapter, battery charger, AC charger/adaptor		<input type="checkbox"/> Yes, <input type="checkbox"/> No
Warrenty provided is in compliance with the Standard Specificalton #7450-1R?		<input type="checkbox"/> Yes, <input type="checkbox"/> No

A certification signature and date are required for above responses on the last page of this section.

Desktop, Analog, Dictation Units

Bid Reference	Line Item # _____ - Complete a separate questionnaire for each product bid.	
Requirement	Response	
Brand		
Model		
Part #		
Operating Power Directly operable from 120V, 60Hz.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Safety Certification - Dictation unit and power cord if detachable, are provided with an independent third party safety certification label?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> UL, <input type="checkbox"/> ETL or <input type="checkbox"/> other, fill blank _____	
Recording Media Provided?	<input type="checkbox"/> Micro cassette <input type="checkbox"/> Mini cassette <input type="checkbox"/> Standard cassette	
Total Recording Time per cassette Microcassette: 60 minutes Minicassette: 30 minutes Standard: 60 minutes	_____ minutes	
Tape Speed <u>Microcassette</u> : 2.4 or 1.2 cm/sec (0.94, 0.47 IPS) <u>Minicassette</u> : 38 RPM <u>Standard</u> : 4.8 cm/sec or 2.4 cm/sec (1.875, 0.94 IPS)	_____ cm/sec _____ RPM _____ cm/sec	
Provide the Recording/Playback Frequency Response For example 1 KHZ to 5 KHZ +/- 3 db Ref. 1 KHZ and 100 Hz to 1 KHZ +/- 4 db Ref. 1 KHZ.	Complete the following: _____ KHZ to _____ KHZ +/- _____ db Ref. 1 KHZ _____ KHZ to _____ KHZ +/- _____ db Ref. 1 KHZ	
Start/Stop Actuation Braking Action - Shall be virtually instantaneous without loss of recording (no 'clipped' words).	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Minimum Features (to be included in the each price offered and shipped	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Analog Dictation Equipment Questionnaire

with the unit) Handheld Microphone with controls for record/start/stop/ Rewind, One recording media.		
Optional Accessories (to be made available for purchase. Indicate item, list price, % discount and NC price and the product(s) it is compatible with. Attach a separate sheet with this information if necessary)		<input type="checkbox"/> Yes <input type="checkbox"/> No
Media Compatibility – Required between dictating, transcribing and portable units offered without the use of any interfacing unit. <i>*Transcription unit offered must be the same manufacturer as the dictation unit.</i>		Transcription unit offered is the same manufacturer as dictation unit? <input type="checkbox"/> Yes <input type="checkbox"/> No
Minimum Features (manual indexing) On/off/standby power switch, volume control Fast forward/rewind (back-up), Erase capability Stop/play functions, Resettable digital display counter for approximate location & length of each recorded message		<input type="checkbox"/> Yes <input type="checkbox"/> No
Minimum Features (electronic cueing, dual indexing minimum, with visual display, auto scan and indexing) On/off/standby power switch, volume control Fast forward/rewind (back-up), Erase capability Stop/play functions Electronic cueing (dual indexing) on recording tape controlled by the microphone. Visual display indicates the number, location and approximate length of each recorded message. Cueing system places audible or machine readable tone on the recording media.		<input type="checkbox"/> Yes <input type="checkbox"/> No
Electronic Cueing (dual indexing minimum) with visual display (auto scan & indexing)		
Minimum Features (electronic cueing, dual indexing minimum, with visual display, auto scan and indexing) On/off standby powerswitch. Volume Control, fast forward/rewind (back-up), Erase capability, Stop/play functions. Electronic cueing (dual indexing) on recording tape controlled by the microphone. Visual display indicated the number, location and approximate length of each recorded message. Separate indexing into categories for (1) letters, (2) special instructions. <ul style="list-style-type: none"> • Electronic display or cursor indicates exact point location of the tape in relationship to the indexing points at all times. • Capable of scanning the entire tape and automatically indexing to the desired indexed/cued point. • Cueing system places audible or machine readable tone on the recording media. • Capable of receiving telephone recorded message. 		<input type="checkbox"/> Yes <input type="checkbox"/> No
Warrenty provided is in compliance with the Standard Specificaiton #7450-1R?		<input type="checkbox"/> Yes, <input type="checkbox"/> No

Analog Dictation Equipment Questionnaire

A certification signature and date are required for above responses on the last page of this section.

Desktop, Analog, Transcription Units

Bid Reference	Line Item # _____ - Complete a separate questionnaire for each product bid.
Requirement	Response
Brand	
Model	
Part #	
Tape type offered - Recording Media Microcassette, Minicassette or Standard	<input type="checkbox"/> Micro, <input type="checkbox"/> Mini, <input type="checkbox"/> Standard
Operating Power Directly operable from 120V, 60Hz.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Safety Certification – Transcription unit and power cord if detachable, are provided with an independent third party safety certification label?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> UL, <input type="checkbox"/> ETL or <input type="checkbox"/> other, fill blank _____
Total Recording Time per cassette Microcassette: 60 minutes Minicassette: 30 minutes Standard: 60 minutes	_____ minutes
Tape Speed Microcassette: 2.4 or 1.2 cm/sec (0.94, 0.47 IPS) Minicassette: 38 RPM Standard: 4.8 cm/sec or 2.4 cm/sec (1.875, 0.94 IPS)	_____ cm/sec _____ RPM _____ cm/sec
Provide the Recording/Playback Frequency Response For example 1 KHZ to 5 KHZ +/- 3 db Ref. 1 KHZ and 100 Hz to 1 KHZ +/- 4 db Ref. 1 KHZ.	Complete the following: _____ KHZ to _____ KHZ +/- _____ db Ref. 1 KHZ _____ KHZ to _____ KHZ +/- _____ db Ref. 1 KHZ
Start/Stop Actuation Braking Action - Shall be virtually instantaneous without loss of recording (no 'clipped' words).	<input type="checkbox"/> Yes <input type="checkbox"/> No
Minimum Features Provided - Head set, Foot control with start/stop, backspace and rewind functions.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Optional Accessories - (to be made available for purchase. Indicate item, list price, % discount and NC price and the product(s) it is compatible with. Attach a separate sheet with this information if necessary)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Media Compatibility - Required between dictating, transcribing and portable units offered without the use of any interfacing unit. <i>*Must be compatible with and same manufacturer as the dictation unit.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Manual Indexing	
Minimum Features (manual indexing) - Volume control, Fast forward, rewind (backspace) Resettable digital counter (mechanical or LED)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Electronic Cueing (dual indexing minimum) with visual display (auto scan & indexing)	
Minimum Features (electronic cueing, dual indexing minimum, with visual display, auto scan and indexing) On/off/standby power switch, Volume control	<input type="checkbox"/> Yes <input type="checkbox"/> No

Analog Dictation Equipment Questionnaire

Speed control, Fast forward, rewind (back space), erase capability Visual display indicates the number, location and approximate length of each recorded message. Separate indexing into categories for (1) letters, (2) special instructions. Electronic display or cursor indicates exact point location of the tape in relationship to the indexing points at all times. Capable of scanning the entire tape and automatically indexing to the desired indexed/cued point. Cueing system places audible or machine readable tone on the recording media.	
Warrenty provided is in compliance with the Standard Specificalton #7450-1R?	<input type="checkbox"/> Yes, <input type="checkbox"/> No

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Desktop, Analog, Combination Units

Bid Reference	Line Item # _____ - Complete a separate questionnaire for each product bid.
Requirement	Response
Brand	
Model	
Part #	
Tape type offered - Recording Media Microcassette, Minicassette or Standard	<input type="checkbox"/> Micro, <input type="checkbox"/> Mini, <input type="checkbox"/> Standard
Operating Power Directly operable from 120V, 60Hz.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Safety Certification – Combination unit and power cord if detachable, are provided with an independent third party safety certification label?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> UL, <input type="checkbox"/> ETL or <input type="checkbox"/> other, fill blank _____
Total Recording Time per cassette Microcassette: 60 minutes Minicassette: 30 minutes Standard: 60 minutes	_____ min.
Tape Speed <u>Microcassette</u> : 2.4 or 1.2 cm/sec (0.94, 0.47 IPS) <u>Minicassette</u> : 38 RPM <u>Standard</u> : 4.8 cm/sec or 2.4 cm/sec (1.875, 0.94 IPS)	_____ cm/sec _____ RPM _____ cm/sec
Provide the Recording/Playback Frequency Response For example 1 KHZ to 5 KHZ +/- 3 db Ref. 1 KHZ and 100 Hz to 1 KHZ +/- 4 db Ref. 1 KHZ.	Complete the following: _____ KHZ to _____ KHZ +/- _____ db Ref. 1 KHZ _____ KHZ to _____ KHZ +/- _____ db Ref. 1 KHZ
Warrenty provided is in compliance with the Standard Specificalton #7450-1R?	<input type="checkbox"/> Yes, <input type="checkbox"/> No

A certification signature and date are required for above responses on the last page of this section.

Analog Dictation Equipment Questionnaire

As an officer of this company, I attest that the information provided in the above statements for the analog equipment submitted are accurate and truthful to the best of my knowledge.	
Company Name of Bidder - Printed	
Officer of the Company - Printed Name	
Signature:	
Date:	